

30 March 1982

Classification Review Procedure

CRP 82-2

Rescinds: CRP 78-38

## Preparation of Records Prior to Systematic Review

1. Intelligence Assistant (IA)

- a. Verify contents of archives box against shelf list.
- b. Verify beginning and ending dates of contents of each folder against shelf list.
- c. Remove and destroy all duplicates and superfluous papers which contain no substantive information and contribute nothing to understanding the file such as routing sheets, buck slips without comments, etc.
- d. Attach to each single finished document all relative supporting papers such as drafts, pencil notes, routing sheets and buck slips which contain substantive information or contribute to understanding the file.
- e. Discrepancies and problems concerning the above should be brought to the attention of a reviewer and/or branch chief for guidance and possible notification of the appropriate RMO for corrective action.
- f. Apply the reviewer stamp, and/or complete the appropriate portions of Form 4023A, as required by the procedures in each branch.
- g. Keep an inventory of records reviewed by box and job number. List date received in CRD and date returned to AARC and status, i.e., complete review, partial review, etc.

2. Reviewer

- a. Provide guidance and assistance to the IA as requested or necessary.
- b. Bring errors or omissions to the attention of the IA for corrective action and for instructional purposes.

3. Branch Chief

Notify RMOs of significant problems discovered by IA or reviewer and/or provide guidance for resolution of problems.

Chief, Classification Review Division

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